

29 FEB 1968

MEMORANDUM FOR: Chief, clandestine Services Personnel Staff  
SUBJECT : Fitness Report

Bob:

I have been over your re-structuring of the Fitness Report. I think that in format it is probably an improvement but I have two observations. First, I am fearful that in going to only three ratings we will end up with even more "Outstanding" Fitness Reports than ever before. I would think that many raters who now can find comfort in using "Strong" as being above average but not quite out on the end of the limb would be uncomfortable in putting the majority of their subordinates in the great middle group of "Satisfactory." Second, I think that Mr. Karamessines' concept of a forced consultation between rater and ratee should be provided for in the form, in that the supervisor should be required to certify that such a discussion has been held prior to the completion of the Fitness Report and the employee's signature would certify that indeed it had been done. Finally, though not on the form, I think that we probably will end up with some sort of legal requirement that the reviewing officer address himself to those cases in which he differs with the rating officer's evaluation, and though the reviewing officer's written comments may not be shown to the employee, the employee should be given the benefit of the reviewer's evaluation.

SIGNED

Robert S. Wattles

Att: Fitness Report Form

Distribution:

- Orig & 1 - w/att.
- X - C/PRS w/att.
- 1 - D/Pers Subj w/att. (Reports 7)
- 1 - D/Pers Chrono

OD/Pers/RSWattles:hc (29 Feb 68)

# MISSING PAGE

*Attachment*

ORIGINAL DOCUMENT MISSING PAGE(S):

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	DD/Pers/P&R 512 Magazine	3 JAN 1968			
2	C/P&S	5 Jan	JHC		
3	Danell		JHC		
4	Peggy				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> <p style="text-align: center;">to take reg. action</p> <p style="text-align: center;"><b>SECRET EYES ONLY</b></p>					
<b>FOLD HERE TO RETURN TO SENDER</b>					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Director of Personnel 5E-56 HQ 6825					2 Jan 68
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 237 Use previous editions

(40)

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

**SECRET  
EYES ONLY**

FROM:

DDP/OP  
3 C 29

EXTENSION

NO.

DATE

27 DEC 1967

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel  
5 E 56

12 JAN 1968

JMP

2. Chief, SAS

3. DDP/OP  
3 C 29

Ralph: I agree with Gerry that our present system is wrong. Will you please draft a change in our regulations which will require that the Head of the Career Service adjudicate any Fitness Report to which the employee has submitted a written objection or rebuttal. I would propose that the adjudication document go into OPF + Fitness Report plus objection go in your file.

There should be stipulated requirements in the adjudication document. Perhaps we can merely require another Fitness Report signed by the Head of Career Services which would either correct ratings or delete or alter comments + narrative found to be prejudicial + unwarranted.

If you agree, please take action on this file + return to [redacted] after switching documentation

**SECRET  
EYES ONLY**

25X1A9a

Copy to DD/Pers/P&amp;R with cc of [redacted] memorandum.

FOIAb3b

25X1A9a

FORM 100-100 USE PREVIOUS EDITIONS

SECRET

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